

**OFFICE OF THE ATTORNEY GENERAL**  
**Procurement Policy Compliance and Monitoring Board**  
MEETING MINUTES

**Wednesday, June 19, 2019**

The Procurement Policy and Compliance Monitoring Board met in public session On **Wednesday, June 19, 2019** in the James R. Thompson Center, 100 West Randolph Street, and in the Illinois Attorney General's main office, 500 South Second Street, Room 214, pursuant to notice.

Karla Schreiber, Chairperson called the meeting to order at 2:00 p.m.

**ROLL CALL**

**Board members present (4):**

Springfield: Pam Blackorby, present  
Tad Huskey, present  
Lisa Kaigh, present

Chicago: Karla Schreiber, present

Other staff: Rocco LaSalvia, SPO  
Eileen Baumstark-Pratt, Board Secretary  
Jessica O'Leary

**Approval of minutes from the meeting held on Wednesday, June 12 2019**

Karla Schreiber, Chairperson asked the Board to review and approve the **Wednesday, June 12, 2019**. Procurement Policy Compliance and Monitoring Board (PPCMB) meeting minutes. Pam Blackorby moved and Tad Huskey seconded the motion and by unanimous vote, the minutes from the meeting held **Wednesday, June 12, 2019** were approved.

The motion carried on the following voice vote:

**Yeas:** Karla Schreiber, Pam Blackorby, Tad Huskey and Lisa Kaigh

**Old Business**

Rocco LaSalvia, explained back in February 2019, he presented a request from Library Services to purchase a subscription to a legal news service, LAW360, a computerized legal news system that goes beyond standard law sources. This is a subscription based, legal news service, offering over 50 sections on various areas of the law, news and analysis on legal developments including litigation filings, case settlements, verdicts, regulation, enforcement, legislation, corporate deals and business of law.

A Purchase order was executed to cover the cost for 30 users is \$666.00/month, beginning April 1, 2019 and run through June 30, 2019, (Prorated Price: \$1,992.53) and then a 12 month subscription will begin on July 1, 2019 and run through June 30, 2020 (Annual Price: \$7,992.00). The total for the 15-month subscription will be \$9,990.

Office Services is revising the FY2020 request, increasing the total number of users from 30 to 50. Because there is no other single source provider known to exist, the office has designated LAW360 as a Sole Source provider for these services. Office Services has secure a contract with LAW360 to provide services at a cost of \$12,144.00.

Karla Schreiber, Chairperson asked if there was any old business to report.  
No comments were received

### **New Business**

#### **FY 2020 West Publishing Corporation Purchases**

Rocco LaSalvia, explained Library Services requested that the office execute an obligatory purchase order to purchase miscellaneous print products and subscription to WestNext on-line legal research covered under the Special Offer Agreement between West Publishing and the OAG as set forth under CMS Master Contract # 5846280. Under the agreement the office is able to subscribe to Westlaw on-line resources and purchase various print products at a thirty percent (30%) discounted rate.

Both the Master contract and the Special Offer Agreement are set to expire June 30, 2020. Office Services has learned that CMS and West Publishing will be amending the master contract, extending it for additional 90-days. As a result, Office Services is amending the Special Offer Agreement directly with West Publishing and processing an obligatory purchase order for \$108,156.00, covering the contract extension period.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.  
No comments were received by The Board members

#### **FY 2020 Purchase of HP LaserJet Printers**

Rocco LaSalvia, explained the Chief Technology Officer submitted a request to purchase ten (10) HP LaserJet Enterprise M609x printers to replace printers that are beyond repair. Office Services secured cost information from Connection Public Sector Solutions, CDW-G, Insight Public Sector and Daly. Office Services will execute a contract with Connection Public Sector Solutions, the vendor that provided the lowest purchase price of \$13,650.00

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.  
No comments were received by The Board members

#### **FY 2020 Media Management Service System**

Rocco LaSalvia, explained the Press Secretary requested that the office enter into contract with Agility PR Service for Fiscal Year 2020. The Press Office requires the use of the computerized news media database to help manage targeted media lists, media directories and to track all press releases distributed electronically.

Library Services researched possible vendor sources and secured cost information from three (3) vendors: Cision, Meltwater Services and Agility PR Service. Based on the cost and review feedback received from the Press Secretary, Office Services will enter into contract with Agility, the vendor that provided the lowest cost of \$12,300.00

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by The Board members

**FY 2020 Adobe Pro DC Enterprise License Subscription with Maintenance and Support**

Rocco LaSalvia, explained the Chief Technology Officer submitted a request to purchase 850 Adobe Pro DC Enterprise License Subscriptions, and 4 Creative Cloud Desktop licenses. Adobe Acrobat Pro DC is a PDF tool that allows users to create, edit, convert sign, and track PDF documents. It also will allow the users to restrict access and apply security features that prevent copying, editing, or printing of sensitive case information further enhancing the ability to manage documents and case files. The Creative Cloud licenses will be used to create brochures for the AGO website.

This purchase will be made under the CMS Master Blanket Order #19-448-DOIT-Admin-P-7321 with EnPoint Technologies (PCMG Inc.) Office Services will execute a purchase order with EnPoint Technologies (PCMG Inc.), for \$42,009.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by The Board members

**FY 2020 Sleeping Rooms for ICAC training – Champaign – Urbana**

Rocco LaSalvia, explained the ICAC Commander submitted a request to secure sleeping rooms for members of the Illinois – Internet Crimes against Children Task Force for the ICAC training event held July 29 – August 2, 2019 in Champaign-Urbana. The ICAC Commander is requesting up to 30 sleeping rooms to accommodate staff and non-employees.

Conference and training staff contacted six (6) hotels for pricing and availability. The office received responses from three (3) hotels but only two (2) hotels were able to accommodate all the needs, they are the Ramada Urbana and the Hyatt Place Champaign/Urbana.

Based on the cost information the office received, Office Services will enter into contract with the Ramada Hotel in Urbana. The office will require 30 sleeping rooms on the evening of Sunday, July 28; 30 sleeping rooms on the evening of Monday, July 29; 30 sleeping rooms on the evening of Tuesday, July 30; 30 sleeping rooms on the evening of Wednesday, July 31; and 30 sleeping rooms on the evening of Thursday, August 1, at a total cost of \$14,407.50.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by The Board members

**Public Comment:**

Karla Schreiber, Chairperson asked if there were any public comments. No public comment.

**Adjournment:**

There being no further business to come before the PPCMB Board, Pam Blackorby moved and Tad Huskey seconded that the meeting adjourn.

The motion carried by the following voice vote.

**Yeas:** Karla Schreiber, Pam Blackorby, Tad Huskey and Lisa Kaigh

The meeting adjourned at 2:15 p.m.